

Spelling For ADULTS

UNIT 10

Writing Fundamentals for Everyday
and Professional Communication

EXTRA PRACTICE
WORKSHEETS

Answer Key Included

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Unit 10: Writing Fundamentals for Everyday and Professional Communication

SKILL FOCUS: Practice organizing ideas and structuring thoughts for effective written communication.

Name: _____

Date: _____

Personal Message:

You did it! Reaching this final unit is a testament to your hard work, persistence, and dedication to improving your spelling and writing skills. Learning is a journey, and you've taken important steps toward greater confidence and mastery—and for that, you should be proud.

As you wrap up this book, I encourage you to reflect on your progress. Go over any lessons that challenged you, revisit sections that might need more practice, and use this book as a reference whenever you need it. Growth doesn't happen all at once—it's built over time with consistent effort.

I would also love to hear your [feedback](#)! Your experience with this book matters to me, and your insights will help me continue improving my materials to support even more learners like you.

Reminder: If you haven't already, you can still download the [Spelling Journal](#) to track your progress across each unit. Looking back, you might find certain lessons worth revisiting—use it as a tool to see how far you've come and where you can grow even further.

From the bottom of my heart, thank you. My mission is to help 1 million learners improve their written English, and by working through this book, you've become part of that journey. Your commitment to learning is inspiring, and I hope you continue striving for excellence in your writing.

Wishing you all the best on your continued learning journey!

Warm regards,
Natasha



Activity 10: You are an employee at a company, and a minor workplace incident occurred (e.g., a technical malfunction, a miscommunication in scheduling, or a small safety issue). Your manager has asked you to write a brief incident report.

Your Task: Write a formal report summarizing what happened. Be clear and concise.

Before Writing - Organizing your thoughts.

- **What is my main message?**

- **Who is my audience?**

- **What key points must I include?**
 - What was the incident? *(Be factual and objective.)*

 - Who was involved, and when did it happen?

 - What steps were taken to resolve the issue?

 - Is any further action required?

A series of 20 horizontal lines intended for writing.



Activity 10.1: Your school, workplace, or community is considering introducing a new initiative or improvement (e.g., a recycling program, a wellness initiative, or a new training session). You have been asked to give a short presentation proposing your idea.

Your Task: Write a structured presentation script to persuade your audience. Keep it short and focused.

Before Writing - Organizing your thoughts.

- **What is my main message?**

- **Who is my audience?**

- **What key points must I include?**
 - What is your proposal, and why does it matter?

 - What are two to three benefits of your idea?

 - What action do you want your audience to take? (*Encourage them to support or implement the idea.*)

Model Answers

Subject: Incident Report – Printer Malfunction in Office

Date: May 23, 2025

Reported by: Jane Wilkins

Introduction

On May 14, a minor technical issue occurred in the office involving the main printer. The printer stopped functioning during a high-priority task, causing a brief disruption in workflow.

Incident Description: At approximately 10:30am, the office's primary printer displayed an error message and ceased functioning while printing multiple reports. The issue was first noticed by Mary Fischer, who reported it to the IT department.

Actions Taken: The IT team was notified immediately, and initial troubleshooting steps were attempted, including restarting the printer and checking for paper jams. It was later discovered that the malfunction was due to a low toner level and an unrecognized cartridge error.

Resolution & Recommendations: The IT department replaced the toner and reset the system, restoring the printer's functionality within 30 minutes. To prevent similar incidents in the future, regular toner level checks and early replacement of cartridges have been recommended.

Conclusion/Action

No further action is required at this time, but it is advised that all employees report printer issues promptly to avoid workflow disruptions. The IT department will conduct routine maintenance to ensure continued functionality.

Model Answers

Introduction

Good morning, everyone.

Today, I'd like to introduce a proposal that could benefit both employees and the company: a Workplace Wellness Initiative. By encouraging healthier habits at work, we can improve productivity, morale, and overall well-being.

Main Points

1. **Why This Matters:** Research shows that a healthy workforce leads to increased focus, fewer sick days, and greater job satisfaction.
2. **Key Components of the Initiative:**
 - A weekly 15-minute stretching or relaxation session.
 - Healthy snack options in the break room.
 - Optional standing desks to reduce prolonged sitting.
3. **Expected Benefits:** Employees will feel more energized and engaged, leading to higher productivity and a more positive work environment.

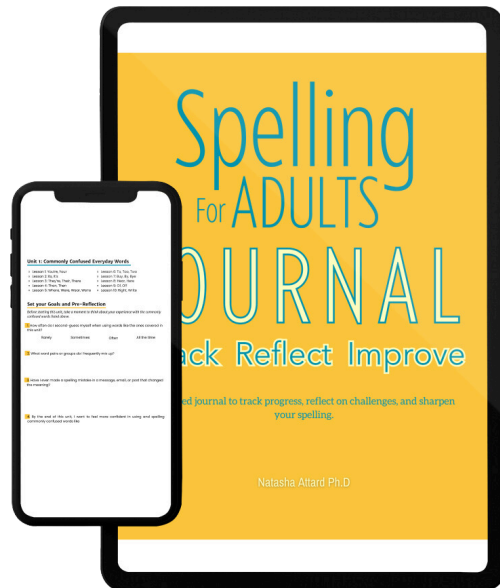
Conclusion/Action

By implementing these simple wellness activities, we can create a more supportive and health-conscious workplace. I encourage everyone to consider how these small changes could make a big difference. If you have any suggestions or would like to be involved in planning, please let me know. Let's work together to build a healthier work environment!

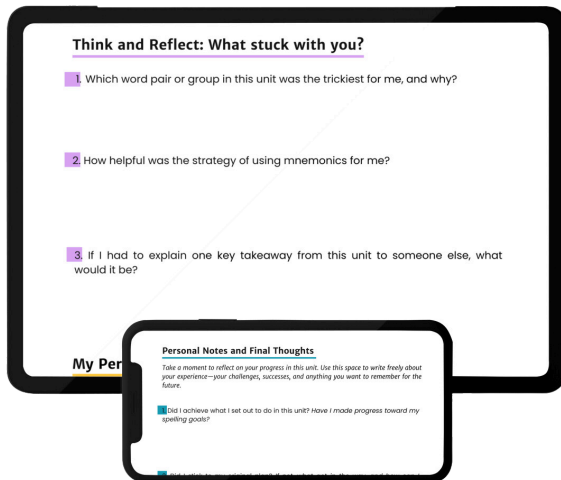
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